

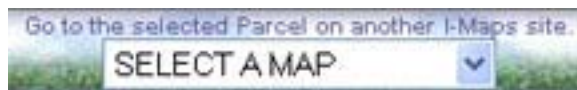
TLCGIS.org I-Maps Parks Map

User Guide



STARTING AT THE TOP OF THE SCREEN:

Links



You can use the drop down list at the top of the screen to go to another I-Maps site (Location Map, Base Map, Elections Map, Historic Resources Map, Blueprint 2000 Map, Weather Map, or Natural Features Map). The map will open in a new window.



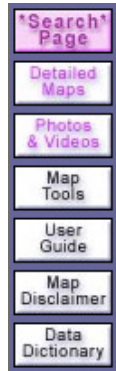
The Tallahassee Parks & Recreation button at the top of the page will open the City of Tallahassee Parks & Recreation web site in a new window. The Leon County Parks & Recreation button at the top of the page will open the Leon County Parks & Recreation web site in a new window.

LEFT SIDE OF THE SCREEN:

Map Tools and Information Buttons



Map Tools



Information Buttons

The group of small buttons on the top left side of the screen is your set of **Map Tools**. Use these **Tools** to navigate the map, clear a selected location, and print the map.

The large buttons at the bottom left of the screen are your **Information Buttons**. Clicking these buttons opens new windows on top of the map window that contain helpful information.

Map Tools

For an on-screen explanation of what each tool does, click on the large button on the left side of the screen labeled **"Map Tools"**. A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy Quick Reference.

Map Tools	
	Toggles between the LAYER LIST and the symbol LEGEND at the far right of the screen To turn OFF the Aerial Photography toggle to the LAYER LIST, un-check the box to the left of Leon County Aerial Photography and click the Refresh Map button at the top of the LAYER LIST.
	Turns the OVERVIEW MAP on and off in the top left of the main map
	Drag a box or click on the map to ZOOM IN
	Click on the map to ZOOM OUT
	Zoom to the map's FULL EXTENT
	Zoom the map to the selected or ACTIVE LAYER
	Return the view to the LAST EXTENT
	Click and drag on the map to PAN
	Pan NORTH
	Pan SOUTH
	Pan EAST
	Pan WEST
	IDENTIFY features on the ACTIVE layer by clicking on them
	MEASURE distances on the map in feet
	SELECT features on the ACTIVE layer by Polygon or Line
	CLEAR the feature Selection or Graphics
	LOCATE and address by Street Address, Street Intersection, or Property Address
	PRINT the map you have on the screen
Please contact TLCGIS (850) 606-5504 for help with questions not covered here.	
Print this Document!	
Close Window	

Search Page

The **"Search Page"** button will open the **Search Page** so that you can use it to locate a park or property on this map. This page allows you to go directly to a location on the map using a **Park Name**, **Park Facilities**, **Property Parcel ID**, **Property Parcel Address**, or **Street Intersection**.

SEARCH BY ONE OF THE FOLLOWING:

To use **Parcel Address**: you must know the house number, street name and street type (e.g., St, Rd, etc.) Type in the address and click **'Find Location'**. The **Search Page** will close and you will be zoomed into the property on the map.

To use **Intersection of**: you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes. Click **'Find Intersection'**. The **Search Page** will close and you will be zoomed into the intersection on the map.

To use **SEARCH BY PARK FACILITY**: place check marks by the facilities you are looking for and then click the Leon County map on the left to **Select the chosen facilities for the entire County**. To **Select the chosen facilities from a Quadrant of the County** click on the desired Quadrant (NW, NE, SW, SE) on the Leon County map on the right.

The Search Page will then close and the selected parks will be highlighted on the map. At the bottom of the map a list or table of the selected parks will include park information. To zoom the map into a specific park click on the park ID number to the far left of the results (See example below). If more than 20 Parks have been returned to the results table scroll to the bottom of the list and click on **More Results**.

1	J. Lee Vance Park	http://leon.co.us/8.007/about.html	LEON COUNTY FL
2	Kate Island Park	http://leon.co.us/8.007/about.html	LEON COUNTY FL
3	Lake Munson Preserve	http://leon.co.us/8.007/about.html	LEON COUNTY FL
4	Coe Landing Campground	http://leon.co.us/8.007/about.html	LEON COUNTY FL

To use the drop-down **SEARCH BY PARK NAME**: click the arrow on the right of the park name and you will get a drop-down list of all parks. Click on the name of the park you would like to select, click the **'Go To'** button. The **Search Page** will close and you will be zoomed into the park on the map.

Detailed Maps

The **"Detailed Maps"** button opens a new window containing a list of downloadable .pdf format detailed maps for select parks. You will need to have the free Adobe Acrobat Reader to view and print the maps.

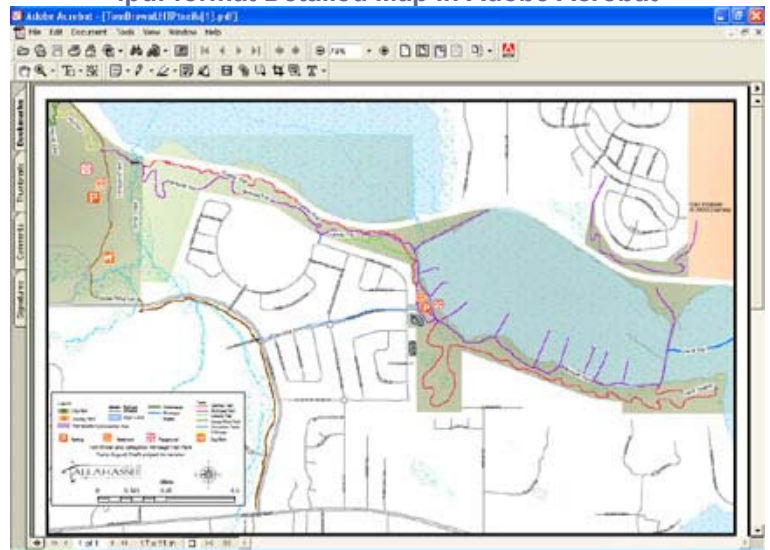
<http://www.adobe.com/products/acrobat/readstep2.html>

3/14/06 W:\IMS_Parks\Documentation\UserGuide\userguide.doc

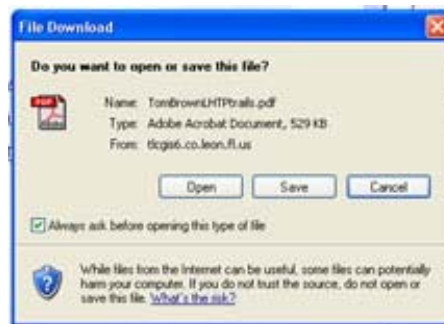
Detailed Maps Page



.pdf format Detailed Map in Adobe Acrobat



When you select a map from the list a message box will appear asking if you would like to 'Open' the file, 'Save' the file or 'Cancel'. If you choose 'Open' the .pdf format will open in Adobe Acrobat. If you choose 'Save', you can navigate to a location on your computer where you can save the file. 'Cancel' closes the message box.



Photos & Videos

The "Photos & Videos" button opens a new window containing a list of select parks that have additional information and media. When you select a park a new window about that park will open. Additional Information and media may include a slideshow of photographs, videos of park features, links to reviews or documents about the park or park features, and/or detailed park maps. Not all parks contain the same information and media.

Park Photos & Videos Page



The Dorothy B. Owen Park Page



User Guide

The "User Guide" button opens this document.

Map Disclaimer

The “**Map Disclaimer**” button opens a new window. This document tells you that the data on the map is the best quality data available but to also rely on your own judgment and common sense when using this data. If you print a map for use, it is important to include this information with the map. Be sure to print the Disclaimer and include it when you print a map.

Disclaimer

NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Print this Document

[Close Window](#)

Data Dictionary

The “**Data Dictionary**” button opens a new window with detailed information about each layer of data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.

Data Dictionary

<u>General Data Information</u> <u>Contact Organization:</u> Tallahassee-Leon County GIS <u>Position:</u> Mapping Specialist <u>Phone Number:</u> (904) 606-5504	<u>Spatial Reference Information</u> <u>Coordinate System:</u> State Plane <u>Map Projection:</u> Lambert Conformal Conic <u>Zone:</u> Florida North (Zone 3576, FIPS 903) <u>Datum:</u> NAD83 (NAD83 with HPON adjustment) <u>Units:</u> US Survey Foot (1 US Survey Ft = 1200/3937 meters) <u>Spheroid:</u> GRS 1980
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For a complete version of the TLCOIS Data Dictionary please visit www.tlcois.org

Print this Document

<u>Building Footprints</u> <u>2002 2E1 Contours</u> <u>Parcels</u> <u>Major Streets</u> <u>Street Segments</u> <u>Airport</u> <u>Railroad</u> <u>Water Features</u> <u>Water Bodies</u>	<u>Map Layers</u> <u>Park Amenities</u> <u>Trails</u> <u>Parks</u> <u>Major Lakes</u> <u>Tallahassee City Limits</u> <u>Apalachicola National Forest</u> <u>Leon County Boundary</u>
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RIGHT SIDE OF THE SCREEN:

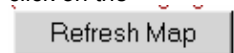
Map Legend & Layer List



The last area of the main window you need to know about is the column on the right side of the screen called the **“Map Legend & Layer List”**. The **“Map Legend”** will show up when you open the map. This shows a list of the visible layers and their symbology or how they appear on the map. To see the **“Layer List”** use the ‘Toggle’ tool at the top left of the Map Tools.


‘Layers’ are the different features or sets of data you can select to show on your map. The layers are ‘scale dependent’ meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on the map.

Layers that are currently shown on the map, or are visible, have a check in the square box to the left of the layer name. To turn on additional layers or to turn some of the layers off, just click in the square box to the left of the layer name and then click on the


 **“Refresh Map”** button (which is located at the top of the layer list). The map will redraw to reflect the changes you’ve made.


A layer name with a dot in the circle to the left indicates the ‘active’ layer, which is the layer that you can currently select information about. Only one layer can be ‘active’ at a time. To change the ‘active’ layer, click on the circle to the left of the layer name. You do not need to click the **“Refresh Map”** button for the layer to become ‘active’. The ‘active’ layer is important when you are using the **“Identify”** map tool.


Map Tool Details


 **Toggle:** The tool at the top left of the map tools group ‘toggles’ between the layers list and the map legend. The **“Map Legend”** is a reference to what each color and/or symbol on the map represents.


**** To turn OFF the Arial Photography toggle to the LAYER LIST, un-check the box to the left of Leon County Arial Photography and click the Refresh Map button at the top of the LAYER LIST.**


 **Zoom In:** Click on the **“Zoom In”** tool in the top group of tools on the left side of the screen. It looks like a magnifying glass with a plus sign on it. It will appear bright green when selected. Now you can hold the left mouse button down and “click and drag” anywhere on the map and the map will zoom in to that area. Keep using the **“Zoom In”** tool until you see some additional streets start to show up. You may have to zoom in several times before this happens.


 **Zoom Out:** To zoom out, click on the **“Zoom Out”** tool. It will appear bright green when selected. “Click” it on the map to zoom out. It works the same as the **“Zoom In”** tool, only in reverse.


 **Zoom to Full View:** Click on this tool and the map will zoom out to the **“Full View”**, or extent, of the map view you saw when the map window first opened. This tool will not appear in bright green when clicked; it will just take the map to the full view.


 **Zoom Last:** Click on this tool and the map will zoom to the last or previous map extent. The tool will not appear in bright green when clicked; it will just take the map to the previous extent.

 **Pan:** To move around to different parts of the map, or pan, click on the **“Pan”** tool. It looks like a hand. It will appear bright green when selected. Click the tool on the map, hold the left mouse button down, and drag the map in the direction you want to go. Repeat this process until you have located the area of the map you want.

 **Pan NORTH:** Clicking this tool will move the map northward or up the page.

 **Pan SOUTH:** Clicking this tool will move the map southward or down the page.

 **Pan EAST:** Clicking this tool will move the map eastward or to the right.

 **Pan WEST:** Clicking this tool will move the map westward or to the left.

Identify: You can get information about specific features (feature attributes) by using the “**Identify**” tool. First use the “**active**” check box circle to select the layer you want to retrieve information from. Note that only one layer can be active at a time. The Active layer name will have a dot in the center of the circle to the left of the layer name. Next, click the “**Identify**” tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed in the window at the bottom of the screen. If you are zoomed out too far, it may display data about several features that are very close to each other. “Clear” your selection, zoom in, and then try using the “Identify” tool again.

Clear Selected Location: This tool “**Clears**” or un-highlights the selected feature or property on the map. This tool will not appear in bright green when clicked; it will just clear the highlight.

Print: Once you have the map looking the way you want on the screen, simply click the “**Print**” tool. A new print interface appears at the bottom of the screen.



You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop-down list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.



Then click on ‘**Preview Layout**’. A new window opens, showing the map available to print. Using the Microsoft Internet Explorer “**File**” and “**Print**” menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and “landscape” page orientation. Then click “OK” to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.

For Specific City of Tallahassee Parks and Recreation questions please call our main number (850) 891-3866

For Specific Leon County Parks and Recreation questions please call our main number (850) 606-1470